



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Research Program Specialist I

Monthly Salary: \$4,833 - \$5,874

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5742-007

Refer to Job ID#10-BQM-008

Final Filing Date: September 7, 2010

General Statement of Duties:

Under the supervision of the Staff Services Manager I, the Research Program Specialist I (RPSI) will provide consultation, technical assistance and direction to the Managed Risk Medical Insurance Board (MRMIB) staff, plans, county mental health programs, and stakeholders in the following areas:

Improve the service delivery system for Healthy Families Program (HFP) enrollees with Serious Emotional Disturbances (SED);

Analyze utilization of HFP mental health and substance abuse benefits;

Oversee the delivery of mental health and substance abuse benefits provided by county mental health departments and HFP contracted plans to HFP subscribers;

Ensure adequate data reporting by plans regarding the provision of HFP mental health and substance abuse treatment services; and

Implement appropriate recommendations from the 2010 Mental Health and Substance Abuse Evaluation.

Prepare an annual report to the Board on services to children with SED and plan-provided mental health and substance abuse services.

The RPSI will be expected to function independently, with minimal oversight, and provide leadership to, and consult with, plans, counties, other state departments, and MRMIB staff regarding HFP mental health and substance abuse treatment services.

Evaluate Recommendations from Mental Health and Substance Abuse Evaluation and Make Recommendations on Implementation

Member Satisfaction Surveys - Research, develop and conduct a HFP member survey to assess the level of satisfaction of families prior to and following the implementation of remedies/recommendations resulting from the independent mental health and substance abuse evaluation. Use statistical, database, spreadsheets, and other software to organize and analyze data from the various sources reviewed.

Screening Tools - Collect and analyze information from plans regarding screening tools used to detect developmental/emotional problems, SED, and substance abuse problems in HFP children. Research and develop surveys and questionnaires, including Internet and e-mail based surveys that will be used to conduct a follow-up survey with the plans to identify outcomes from use of screening tools used, and

related assessment effectiveness. Use statistical, database, spreadsheet, and other software to organize and analyze data from the surveys.

Monitor Changes in mental health access standards

Coordinate with the County Mental Health Director's Association (CMHDA) and the Department of Mental Health (DMH)

Workgroups: Act as subject-matter expert for various workgroups and participate in various workgroups.

Identify data analysis goals needed to improve health plan reporting of mental health/substance abuse services utilization data

Mental Health Services Data Collection from Plans and Counties: Assist in the development of templates for the collection of mental health and substance abuse encounter data from health plans as part of the HFP Encounter Data Project.

DESIRABLE QUALIFICATIONS (These are skills or abilities specific to this position, such as SAS experience.)

- Excellent analytical and technical skills.
- Excellent written and oral communication skills;
- Excellent computer skills, including experience with MS Word, Excel, Access, spreadsheets and database software packages.
- Experience in consulting with and advising management, departmental staff, legislative bodies, government entities, commissions, and agencies on feasibility and potential impact or actual impact of projects.
- Experience in policy analysis and/or program evaluation.
- Ability to work on multiple projects and meet deadlines.
- An interest in improving the delivery of mental health and substance abuse treatment services to children.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-BQM-008 and Position # 443-300-5742-007 and the basis for appointment eligibility. For list eligible candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: September 7, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.